Attachment E

Reporting Requirements

1.1 Current Primary Reporting Instruments

Name of Report	Source	Users	Usage	Frequency	Availability	Summary
Case review	All	Any	Internal	As Needed	Current	Each system allows for an authorized user to pull information on a specific customer including demographic info, services received, case comments, expenditures, plans etc.
Case Manger Work Load	All	Any	Internal	As Needed	Current	Each system allows for authorized user to pull information relating to specific case manger(s) caseload including demographic info, services received, case comments, expenditures, plans etc.
Mortality Review*	DART	BQIS	Internal	As Needed	Current	Identifies client, program, facility, date of death, and due date for packet. Also maintains historical record of actions taken
Survey Testing*	DART	BQIS	Internal	As Needed	Current	Users choose between Provider Standards, Residential Services or Vocational/Habilitation. Info includes survey counts, open surveys, answers to specific questions, unresolved and resolved issues.
Unresolved Complaint Report	DART	BQIS	Internal	As Needed	Current	Identifies unresolved complaints by categories, staff who took complaint, source, issue # , date reported, staff assigned to complaint and latest follow-up

Complaint Cycle Time	DART	BQIS	Internal	As Needed	Current	Identifies issue #, source, severity, date assigned, date submitted, date accepted and # of days between each action
Complaint Severity Summary*	DART	BQIS	Internal	As Needed	Current	Identifies total complaints received and breaks down by predefined categories, i.e. critical, urgent, bureau-to-bureau and non-critical.
Incident report*	DART	BQIS	Internal	As Needed	Current	Pulls incidents reports that meet user defined criteria, including but not limited to date range, incident category, and provider. Also used to identify delinquent follow-ups and incidents, as well as provider compliance data. Sentinel event tracking is another key component
MAW Transition	INsite	BQIS	Internal	As Needed	Planned	Tracks data related to the transitioning from one MAW to another.
90 Day Checklist	INsite	BQIS	Internal	As Needed	Planned	Lists questions found on 90 day checklist and allows user view specific questions, answers and corresponding narrative; tracks checklist completion stats and allows for user defined queries
SSW Report	INsite	BQIS	Internal	As Needed	Planned	Tracks results of residential surveys
Waiver/NonWaiver Clients Served	INsite	BAIHS	Internal	Monthly	Current	Identifies funding sources for clients, services received, allows for user defined queries
Waiting List	INsite	BAIHS	Internal	As Needed	Current	Identifies clients on service waiting list and application date, allows for user defined queries by status, program, county, area, or state wide.

Funding Source Analysis	INsite	BAIHS	Internal	Monthly	Current	Client counts by budget classification, allows for user defined queries
Average CCB Cost	INsite	BAIHS	Internal	As Needed	Current	Breaks down cost to illustrate highs, lows and averages.
CHOICE, SSBG, TITIII	INsite	BAIHS	Internal	Monthly & Annual	Current	Detailed report of activities, expenditures and client counts, allows for user defined queries.
Biennium Growth*	INsite	BAIHS	Internal	Monthly & Annual	Current	Details all bureau activity participation by funding source.
Expenditure Summary	INsite	BAIHS	Internal	As Needed	Current	Details expenditures by client & waiver layer in budget
Waiver client list	INsite	BAIHS	Internal	As Needed	Current	Details number of clients currently on each waiver
90 Day Review	INsite	BAIHS	Internal	As Needed	Current	Identifies actions that are required but have not be completed to date
Care Plan Modification	INsite	BAIHS	Internal	As Needed	Current	Identifies modifications including provider and service unit changes. May have several modifications over time, **must maintain historically records of all changes**.
Change Notice	INsite	BAIHS	Internal	As Needed	Current	Series of reports that illustrate changes with a variety of printing options. Used to ensure providers are aware of changes.
Case Management Time	INsite	BAIHS	Internal	As Needed	Current	Breaks case management hours down by work code, Payor/Case manager, Payor/case Manger for specified date range
Medicaid Activities	INsite	BAIHS	Internal	As Needed	Current	Series of Reports that show all Medicaid activites.

New Clients – Waiver/NonWaiver	INsite	BAIHS	Internal	As Needed	Current	Lists all new clients served and under what program for specified date range compared to prior period date range
PASSR-BDDS Report	INsite	BAIHS	Internal	As Needed /Annual	Current	Compiles Preadmission Screening statistics for user specified date range and annual basis
Quarterly Review	INsite	BAIHS	Internal	As Needed	Current	Lists past-due and current status of quarterly reviews for clients receiving services for selected (NONWAIVER) funding sources, similar to Waiver Activity Report.
Nutrition Services	INsite	BAIHS	Internal	As Needed	Current	Series of reports that track components of state nutrition congregate meal and home-delivery services by site, area or state. Allows for comparison with previous periods.
Vocational Rehabilitation Program/Cost Report (RSA 2)	IRIS	VR	Federal	Annual	Current	Reflects all expenditures made from obligations incurred during the Federal fiscal year **including obligations** that were encumbered during the report period but not yet liquidated (paid) as of the close of the period. Report must address the issue of back dating and corrections of case data.
Case Services Report (RSA 911)	IRIS	VR	Federal	Annual	Current	Identifies all case closures for the prior federal fiscal year, includes summary record for each closed case, and is filed electronically. After FFY-end and submission of the RSA 911 Report, the relevant data must be protected from modification except in response to the RSA 911 error correction efforts.

Cumulative Case Report (RSA 113)	IRIS	VR	Federal	Quarterly	Current	Data from Form RSA-113 are used to track trends of persons applying for VR services, determinations of eligibility made by State VR agencies, identification of persons with significant disabilities, individualized plans for employment (IPE) development, service implementation, and program outcomes. These trends are key program measurements that provide a general assessment of the State-Federal VR program and its accomplishments.
Appeals Process	IRIS	VR	Federal	Annual	Current	Reports on all appeals during the past FFY.

Ticket to Work	IRIS	VR	Internal	As Needed	Current	Seveal reports related to the Ticket to Work Programs illustrating customer suitability/eligibility, worker assigned, & demographic information
Claim Status	IRIS	VR	Internal	As Needed	Current	Series of reports that lists all claims rejected, on hold or approved by fiscal by Caseload, Area, Region or State.
Regional Summary	IRIS	VR	Internal	As Needed	Current	Provides regional managers with a quick summary of most critical metrics (a 'dashboard report.')
Summary of Statues	IRIS	VR	Internal	As Needed	Current	Identifies each counselor's case load by Area, Region or State.
Referral Information	IRIS	VR	Internal	As Needed	Current	Series of reports that lists all referrals assignments, unassigned cases and inactive cases by Caseload, Area, Region or State.
Vendor Activity	IRIS	VR	Internal	As Needed	Current	Series of reports that identifies all vendor fiscal activities, outstanding claims, and warrants.
Placement Provider	IRIS	VR	Internal	As Needed	Current	Series of reports giving on payment info for employment services cases by Caseload, Area, Region or State.
YTD Authorizations	IRIS	VR	Internal	As Needed	Current	Identifies all authorizations created in user specified date range, list any outstanding dollar amount. Separate report will pull only those with outstanding balance.
Authorizations over Edit Limits	IRIS	VR	Internal	As Needed	Current	Lists all authorizations over authorization &/or case limits by Caseload, Area, Region or State.
Outstanding Claims	IRIS	VR	Internal	As Needed	Current	Summarizes outstanding claims, broken down by days and status.